

Fitchburg Retirement Board Job Posting

Job Title: Administrator Assistant

Location: City Hall, 718 Main Street, Fitchburg, MA 01420

Hours: 35 hours per week – 8:30 AM to 4:30 PM, Monday through Friday (one hour lunch)

Reports to: Fitchburg Retirement System Administrator

JOB SUMMARY: Perform administrative duties including accounting, clerical support, and electronic content management (ECM) as assigned by the Administrator.

GENERAL DUTIES:

- Provide reception for visitors; answer and log telephone calls; distribute messages; distribute mail
- Prepare bank deposits and input data to PTG software
- Maintain filing systems for active, inactive & retired members and coding into PTG; file action reports
- Process all code sheets received from the Human Resources Department and update files
- Enter all new members into PTG and confirm information is correct
- Monitor deaths of members and retirees
- Make sure all employee pays are coded properly so that the correct retirement deductions are taken
- Mail forms and reminders and calculate military buyback for new employees who are veterans
- Assist members in completing forms - enrollment, beneficiary, refund, retirement, disability, etc.; scan all member forms, documents, and medical records into PTG
- Provide counseling to members as needed including assistance with PERAC member portal
- Help the administrator with retiree and staff payroll as needed
- Assist with accounts payable including file system for invoices, warrants & payrolls
- Maintain files for bi-weekly & monthly deduction reports from City, FHA, and FRA; post to PTG
- Calculate makeup payments, buybacks & re-deposits including pro-rated creditable service
- Assist with calculating and processing refunds and transfers
- Assist with maintaining files for pension reimbursements under M.G.L. c. 32, section 3(8)c.
- Assist with preparation of board meetings
- Assist with calculating estimates for regular retirement, disability & survivorships including final processing
- Assist with actuarial data cleanup for active & inactive members
- Assist with audits
- Assist with board elections
- Process, audit, and verify annual affidavits to all retirees and survivors of the system
- Assist with making travel arrangements and maintain files for audits
- Assist the Administrator with requests-for-proposals and maintenance of related files
- Document worker's compensation injury reports and note creditable service adjustments
- Provide information to PERAC on disability retirees under section 91A regarding earnings-if-still-employed and other medical record documentation
- Maintain tracking system for all disability applications including but not limited to requesting medical records from service providers, doctors, hospitals, employer information
- Attend various conferences, workshops, and seminars relating to retirement; continuous education and related travel part of job duties
- Maintain office supply inventory and order supplies for office as needed
- Perform other general clerical duties, as required

SUPERVISION:

Works under the direct supervision of the Administrator. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The Administrator provides additional, specific instruction for new and difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the Administrator for advice and further instruction.

CONFIDENTIALITY

Employee has regular access to a wide variety of confidential client information, including personnel records, medical records and claims.

EDUCATION AND EXPERIENCE

Associates Degree desired or combination of 1 to 3 years' experience in accounting or direct experience in related field.

KNOWLEDGE, ABILITY AND SKILLS

Knowledge: Working knowledge of general office procedure, record keeping, and customer service practices. Basic understanding of retirement principles.

Abilities: Ability to read and comprehend and apply Massachusetts public retirement, public records and ethics laws and regulations. Ability to type, use a computer, telephone, copier and other common office equipment. Ability to learn computer applications specific to retirement administration. Ability to communicate information clearly, tactfully and regularly with members and retirees. Ability to multi-task and pay attention to detail, maintain strict confidentiality and handle sensitive personal information appropriately.

Skills: Strong math skills. Excellent customer service skills, proficient in the use of calculators, word processing, spreadsheets and stat-base applications. Proficiency in WORD and EXCEL. Strong written and verbal communication skills. Bilingual in Spanish/English a plus.

MISCELLANEOUS

The candidate selected for this position must successfully complete a pre-employment background check, physical, drug screen, and CORI.

SALARY

Salary range: \$52,000 to \$65,000, depending on experience and qualifications

TO APPLY

Job application can be found at www.fitchburgma.gov/792/retirement . Please send job application, resume and cover letter expressing interest to Fitchburg Contributory Retirement Board, Att: Calvin Brooks, 718 Main Street, Fitchburg, MA 01420 or email to RetirementJobs@fitchburgma.gov. Deadline for applications is noon on Friday, January 28, 2022. The City of Fitchburg is an Equal Opportunity Employer (EOE).